



**Franklin City Council Agenda
February 22, 2021
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

**7:00 P.M.
Regular Meeting**

CALL TO ORDER. MAYOR FRANK M. RABIL

PLEASE TURN OFF CELL PHONES. MAYOR FRANK M. RABIL

PLEDGE OF ALLEGIANCE

CITIZEN'S TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

- A. Approval of February 8, 2021 minutes
- B. Future Business Leaders of America Resolution 2021-02
- C. Benefit Programs Specialist Appreciation Month Resolution 2021-03

2. FINANCIAL MATTERS

- A. Budget Amendment, 2021-19 and 2021-20
- B. Consolidated FY22 Budget Requests

3. OLD/ NEW BUSINESS:

- A. Beautification Commission Presentation
- B. Public Hearing – Bon Secours Tax Exempt Status Request
- C. Downtown Franklin Association Memorandum of Understanding
- D. Amendment to Section 17-87 of the Franklin City Code
- E. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, to discuss the following subject or subjects: Industrial Development Authority, and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Fairview Drive and Franklin Regional Airport.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on February 22, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

6. ADJOURNMENT

MINUTES FROM THE FEBRUARY 8, 2021 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on February 8, 2021 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Frank Rabil, Mayor; Bobby Cutchins, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland, Councilman Gregory McLemore; Councilman Ray Smith and Councilman Mark R. Kitchen

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

Other Staff in Attendance: Steve Patterson, Franklin Police Chief; Steve Newsome, Information Technology Specialist; Vernie Francis, III, Chief of Emergency Services; Tracy Spence, Director of Finance; Sarah Rexrode, Director of Social Services; Russ Pace, Director of Public Works; Chad Edwards, Deputy Director of Public Works and Sammara Green-Bailey, Director of Parks & Recreation

Call to Order

Mayor Frank Rabil called the February 8, 2021 Regular City Council Meeting to order at 7:00 p.m.

Citizen's Time

1st Speaker

Lokette W. Myrick resides at 1633 Dorchester Street, Franklin, Virginia 23851; Ms. Myrick complained about citizens parking on the street and blocking access to her mailbox.

City Manager Amanda Jarratt asked Ms. Myrick to give her contact information to Steve Patterson, Chief of Franklin Police for follow-up.

Amendments to Agenda

Mayor Frank Rabil asked if there were any amendments to the agenda.

There were no amendments to the agenda.

Consent Agenda

Approval of January 25, 2021 Minutes

Mayor Frank Rabil asked City Council if there were any additions or corrections to the minutes from the January 25, 2021 regular City Council meeting.

Being there were no additions or corrections to the minutes from the January 25, 2021 regular City Council meeting Mayor Rabil asked for a motion of approval.

Councilman Linwood Johnson made a motion to approve the minutes from the January 25, 2021 regular City Council meeting. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously

Celebrating Black History Month Resolution 2021-1

Mayor Frank Rabil asked Councilman Gregory McLemore to read the Celebrating Black History Month Resolution #2021-1.

Mayor Rabil asked for a motion of approval.

Councilman Linwood Johnson made a motion to approve Celebrating Black History Month Resolution #2021-1. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

See Attached Resolution:

Financial Matters

Mid-Year Financial Overview

City Manager Amanda Jarratt called Tracy Spence, Finance Director to come forward and give the following mid-year financial update:

Highlights – Enterprise Funds (for period ending December 31, 2020)

Airport Fund

Revenue Analysis

- Fuel sales and airport rental fees are below target with 3% of budgeted realized. Total revenues for the fund are at below target with 15% of budget realized.
- Expenses in the fund are below target with 30% of budget expended (net of transfers and depreciation).
- The Airport Fund has a transfer to General Fund in the amount of \$85,844.00 that has not been made to date due to limited funding.
- Cash balance in the Airport Fund is (\$63,378.00).
- There is an incoming Accounts Receivable related to the CARES Grant in the amount of \$30,000.00.

Water & Sewer Operating Fund

- **Revenue Analysis** – Revenue from the sale of water and sewer service charges of \$1.7m at the end of the period is above target at 52.8% of budget and is \$69k greater than prior year period revenue.
- **Expense Analysis** – Expenses in the fund are \$707k and below target at 36.8% (net of transfers, debt service and depreciation).

Water & Sewer Fund – Operating & Capital Cash Balance - \$2,103,530.00

Solid Waste Fund

Revenue Analysis

- Revenue for the solid waste fund is slightly above target with revenue at \$676k or 52% of budget and is comparable to prior year.

Expense Analysis

- Expenses in the fund at \$348k are below target with 34% of budget expended (net of depreciation, transfers and debt service) and comparable to prior year expenses.

Cash Balance

- Cash balance in the Solid Waste Operating & Capital Fund is \$522,114.00.

Solid Waste Fund – Operating & Capital Cash Balance - \$522,114.00

Electric Fund

Revenue Analysis

- Revenue from energy sales at \$6.8m is slightly below target at 45% of budget.

Expense Analysis

- Expenses associated with the sale of energy for the fiscal year was \$4.4m and is below budget at 32% of the total budget.

Electric Fund – Operating & Capital Cash Analysis

Cash in the Electric Fund at \$5,933,580.00 decreased by \$222,175.00 from the prior month period.

Policy Evaluation

Cash is above minimum policy guideline of \$1.494 million by \$4.4 million.

Highlights – General Fund (for the period ending December 31, 2020)

General Property Taxes – Overall Budget Comparison – Cash Basis

| | |
|---------------|----------------|
| Current | \$4,791,019.00 |
| Prior Year | \$4,506,980.00 |
| Net Change \$ | \$ 284,039.00 |
| Net Change % | \$ 6.30% |

Local Tax Revenue – Prior Year Comparison – Modified Accrual Basis

| | Meals Taxes | Lodging Taxes | Cigarette Taxes | Sales Taxes | Total |
|---------------|--------------|---------------|-----------------|--------------|----------------|
| December 2020 | \$857,345.00 | \$91,476.00 | \$169,757.00 | \$989,198.00 | \$2,107,776.00 |
| December 2019 | \$773,575.00 | \$80,532.00 | \$183,735.00 | \$914,942.00 | \$1,952,784.00 |
| Prior Year \$ | \$ 83,770.00 | \$10,944.00 | (\$13,978.00) | \$ 74,256.00 | \$ 154,992.00 |
| Prior Year % | 10.83% | 13.59% | (7.61%) | 8.12% | 7.94% |

Local Tax Revenue Budget to Actual Comparison

- At six months into the fiscal year, all local tax revenue has exceeded targeted projections.
- If revenue collections continue at current pace, there will be a \$1.1m excess.

Local Tax Revenue Cash Comparison to Prior Year

- In the pandemic, all local revenue collections were higher with the exception of cigarette tax revenues.

Revenue & Expenditure Summary – Cash Basis

- General Fund revenue at the end of the period totaled \$13.8 million and represented 55% of budget which is \$1.3 million greater than the prior year. This is attributable to \$244 thousand in real estate tax collections, \$871 thousand in EMS contract revenue and \$213 thousand in State grant revenue.
- General Fund expenditures at the end of the period totaled \$11.4 million and represented 46% of the total budget, when compared to the prior year period of \$10.5, this is a \$923 thousand increase.
- FY21 Fund Balance appropriated by Council for planned expenditures at December 31st: \$412,715.

Old / New Business

Davenport Plan of Finance – Southampton County Courthouse and Capital Items

City Manager Amanda Jarratt informed City Council that construction of the Southampton County Courthouse is set to begin in September of 2021. The time has come to begin the process to borrow funds to pay for the City of Franklin's share of the courthouse project. In addition, City Manager Jarratt listed the following projects had been identified by staff that also needed to be considered during the financing process:

- Southampton County Courthouse Project not to exceed \$20 million – the City of Franklin is responsible for 21.42% of the cost equaling \$4,284,000.00.
 - Purchase of Franklin Redevelopment and Housing Authority Office \$368,000.00 – this project will replace the existing Social Services building which has suffered significant and costly building issues over the years.
 - Price TBD – purchase of bathroom facilities at Barret's Landing.
 - Excavator Replacement \$288,080.00 – This project would provide for the replacement of a 1998 excavator which is utilized by the Streets Division. This machine performs grading, excavating, as well as mowing and debris removal. The age of this machine makes us susceptible to breakdowns and difficult in securing parts for repairs.
-
- Public Works Garage \$66,800.00 – This project would replace two 30 years old oil furnaces and add air conditioning to the Public Works garage. Replace old wiring, receptacles and panel box.

This provides a more effective and efficient heat source by replacing oil units that are well past their life expectancy. This will cut the cost of health oil for this facility and provide a cleaner and healthier environment. This will also be beneficial in cost savings of service calls. Electrical upgrades will bring everything up to current code.

- Health Department \$125,127.00 – This project will replace all original windows, paint interior and replace ceiling tiles. This will add to the life of the building. This will also make the HVAC more efficient which will be a cost savings. Painting and ceiling tile will make this a cleaner, healthier, and safer environment for the customers and employees.
- Leaf Loader Truck \$250,000.00 – This project provides for the replacement of the Leaf Loader Truck in the refuse division. Funds will be utilized to replace a 27-year old Leaf Loader Truck with 63,702 miles and 7,600 hours that has outlived its usefulness. Parts are getting difficult to find and repair costs for FY20-21 have exceeded \$20,000.00 in six months.

She then introduced Kyle Laux of Davenport & Company, LLC to review the following financial plan in regards to the courthouse project:

- Courthouse Project \$5,000,000.00
 - Department of Social Services Project \$ 448,000.00
 - Park Project \$ 80,000.00
 - Other General Fund Capital Priorities \$ 594,000.00
- The amounts to approximately \$1.2 million that the City needs in order to complete these above projects.
 - Davenport has identified a possible refunding opportunity of the City’s 2013 VRA Bonds.
 - Approximately \$1.65 million is outstanding
 - Current Average Interest Rate = 4.3%
 - Final maturity is in FY2039

Approach:

1. Strategically refinance / restructure the 2013 VRA debt so as to “free-up” cash flow savings over the next decade.
2. Layer in approximately \$6.2 mm so that the net budgetary impact over the next decade is minimized and phased in.
3. Discuss building up a future revenue streams that can meet the increased debt service in the next decade.

Next Steps

- February 8, 2021 Present Plan of Finance to City Council
- March / May Implement Plan of Finance
- Late May / June Close on Plan of Finance

Refunding of the 2013 VRA Bonds (Strategic Refunding / Restructuring

- Taxable advance refunding through the Spring 2021 VRA pooled financing program.
- Call Date = 10/01/2023
- Refunding of all outstanding maturities
- Refunded 2013 VRA Bonds
 - Per amount refunded = \$1,655,000.00
 - Maturities due 10/01/2021
 - Average Coupon = 4.29%
- Estimated Refunding Results
 - Estimated new all-in interest rate = 2.62%
 - Cash flow freed up = approximately \$57,000.00 per year from FY 2022-2031 = \$570,000.00 over the next ten years
 - Total debt service cost = approximately \$14,000.00
 - Present value (PV) savings (%) = 4.7%

Councilman Linwood Johnson asked what would be the projection for 2026.

Mr. Laux replied by 2025 the impact is encapsulated within the years up to 2026 and the revenue should be build up by then.

Councilman Ray Smith expressed his concerns about the \$.05 tax increase that would take place from 2023 to 2024.

Mr. Laux answered that the tax rate could possibly fluctuate if the City can capture other areas that could absorb the increase.

Councilman Smith stated the City's growth will determine what the tax rate will be based on the amount of money that is being borrowed.

City Manager Jarratt asked for direction from City Council concerning refinancing

The consensus of City Council was to move forward with Davenport's refinancing proposal.

Downtown Franklin Association Memorandum of Understanding

City Manager Amanda Jarratt asked City Council to defer the Downtown Franklin Association Memorandum of Understanding due to Jackie Newsome who serves on the Downtown Franklin Association Board could not attend the City Council meeting.

The consensus of City Council was to defer the Downtown Franklin Association Memorandum of Understanding.

City Manager's Report

City Manager Amanda Jarratt gave City Council the following updates:

General Updates

- The COVID-19 cases in the City of Franklin continue to increase, the City of Franklin currently has 898 cases, 44 hospitalizations and 22 deaths. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control. We continue to monitor the situation in the public as well as the City workforce. We are also working closely with the Virginia Department of Health on vaccine distribution such as staffing a call center so that citizen's questions can be answered.

Councilman Gregory McLemore asked what was the City doing in regards to COVID-19 testing.

City Manager Jarratt said the City has reached out to the National Guard for assistance and February 8, 2021 was the first day that they would except requests.

- The lights located at Dorchester have been repaired.

Councilman McLemore asked about the lighting at Webb Commons.

Mayor Rabil reminded Councilman McLemore that Webb Commons was private property and all the City could do was send a letter and try to carry out Code Enforcement.

- Prior to the onset of the COVID-19 pandemic recycling was a point of discussion amongst the regional Chief Administrative Officer's. Due to changes at the international level those items placed in the recycling containers are not in fact being recycled but sent to Wheelabrator for incineration or to the SPSA landfill. The citizens and the City are still continuing to bear the burden of the cost when in fact the intent to recycle is not being achieved. As budget season approaches this is again a point of discussion. The Town of Smithfield has recently decided to suspend their curbside recycling program. If we were to suspend the curbside recycling program and the volume goes to the landfill the net savings to the City of Franklin would total \$113,403.00. This would greatly assist us in accounting for the increased cost of landscaping incurred by the City. We are required as a region to recycle 25%. If the City of Franklin includes the green waste and what is put into the recycle containers downtown, then we would meet our 25% requirement.

Mayor Frank Rabil requested a plan of action be drawn up for discussion at a future City Council meeting.

- No additional customers have been assisted since the last City Council meeting. This brings the total number of customers that have been assisted via the Municipal Utility Arrearage Assistance Program to 417 at a total of \$95,152.45. The covered period has been extended from March 1, 2020 to December 31, 2021. The criteria of a onetime payment still apply.
- We are in the process of implementing the process to accept EBT benefits at the Franklin Farmers Market. We are excited about this new feature and hope to have everything in place prior to the start of the spring season.

MINUTES FROM THE FEBRUARY 8, 2021 REGULAR CITY COUNCIL MEETING

- City of Franklin offices will be closed on Monday, February 15, 2021 in observance of Presidents Day. Trash Collection will occur on Tuesday, February 16, 2021.

Community Events

- The Department of Parks and Recreation will be sponsoring the following program:
 - Spring Break Camp April 5th – April 9th, for ages 5 through 12. Spaces are limited and individuals should call 757 562-2475 for additional information.

Council / Staff Reports on Boards / Commissions

Mayor Frank Rabil asked if there were any reports on Council/Staff on Boards/ Commissions.

There were no reports on Council/Staff on Boards/Commissions.

Closed Session

Being there were no other topics of discussion Mayor Frank Rabil entertained a motion to go into closed session.

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, to discuss the following subject or subjects: Western Tidewater Regional Jail, Industrial Development Authority, and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Fairview drive.

The motion was seconded by Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

The Franklin City Council went into closed session at 8:12 p.m.

Motion Upon Returning to Open Session

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on February 8, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

Other Actions of Council

Councilwoman Wynndolyn Copeland made a motion to appoint Debra Parker and Vindie Taylor to the Social Services Advisory Board. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

Councilman Linwood Johnson made a motion to have himself replace Councilman Gregory McLemore on the Laurel Street CBDG Planning Grant Committee. The motion was seconded by Councilman Mark R. Kitchen.

Adjournment

Being there were no other topics to discuss Mayor Frank Rabil asked for a motion to adjourn.

Councilman Gregory McLemore made a motion to adjourn the February 8, 2021 regular City Council meeting. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

The February 8, 2021 regular City Council meeting adjourned at 8:35 p.m.

Mayor

Clerk to City Council



**Resolution #2021-02
Proclamation
for the
Franklin High School
FBLA**

Adviser: Shonna Rawlings

Vice President: Samuel Lyons

WHEREAS, The City of Franklin would like to recognize the Franklin High School Future Business Leaders of America-Phi Beta Lambda (FBLA); and

WHEREAS, this organization has grown now to encompass over 250,000 members and advisors nationwide in middle schools, high schools, colleges, universities, career and technical school, and private business schools; and

WHEREAS, FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences; and

WHEREAS, members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and

WHEREAS, FBLA teaches high school students basic business and leadership principles; and PBL helps university, college, technical, and business school students to make the transition from school to work; and

NOW, THEREFORE, I, Frank Rabil, Mayor of the City of Franklin, do hereby proclaim the second week in February, as NATIONAL FBLA-PBL WEEK in the City of Franklin.

Adopted: February 22, 2021

Mayor Frank Rabil



**Benefits Programs Specialist Appreciation Month
Resolution of Appreciation #2021 -3**

WHEREAS, the City of Franklin has provided a safety net to our most vulnerable citizens of the City of Franklin by administering the benefit programs of SNAP, TANF, Medical Assistance, General Relief, Auxiliary Grant, Refugee Cash Assistance and Energy Assistance Program by local department of Social Services;

WHEREAS, Virginia's landmark welfare reform legislation and the present social economic climate in the United States and Virginia have significantly impacted the services provided by local Benefit Program's Specialists, calling upon them to creatively promote individual self-sufficiency and personal responsibility; and

WHEREAS, the City of Franklin continues to experience unprecedented implementation of complex policies and procedures in all major benefit programs as well as adjusting to new processes of working remotely and relying on technology for processing cases and issuing benefits during a Public Health Emergency as essential employees; and

WHEREAS, Virginia's 3,953 Benefit Programs Specialists have been at the forefront of public efforts to meet that need, steadily maintaining a high rate of application processing and case management to ensure that those qualified for social services receive and continue to receive them; and

WHEREAS, 38,897 TANF recipients and an additional \$3,397,940 in TANF Diversionary payments were issued to prevent long term dependence on public assistance, 773,719 SNAP recipients, 1,622,214 Medical Assistance recipients 458 General Relief recipients, 3254 Auxiliary Grant recipients, 128,967 Energy Assistance households, and 4,781 children under 17 in Foster Care are served through the Benefit Programs Division, and depend on the dedication and commitment of Benefit Programs Specialists who handle their cases in an accurate and timely manner; and

WHEREAS, Benefit Programs Specialists are continually faced with reconciling an environment of rapidly changing policies, procedures, and technological advances with quality control requirements; and

WHEREAS, Benefit Programs Specialists provide ethical public service, respect human dignity, are responsible for the application of the law, demonstrate personal integrity and promote professional excellence and

NOW THEREFORE BE IT RESOLVED, on this 22nd day of February 2021, the Franklin City Council does hereby commend all Benefit Programs Specialists across the City of Franklin for a job well done and recognizes the month of February 2021 as Benefit Program Specialists Appreciation Month, calling upon City of Franklin citizens to join in acknowledging their public service contributions

Resolved: _____

Mayor Frank M. Rabil

BUDGET AMENDMENT 2021-19

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended:

1. to adjust FY21 revenues and expenditures based on department projections;
2. to appropriate for Salaries & Benefits expenditures for start up of City maintenance of Grounds & Landscaping of City owned property; and
3. to correct Budget Amendment 2021-13; Governor's Agriculture grant revenue was disbursed from the General Fund versus the Economic Development Fund.

| | | 2020-2021 | AMENDED | INCREASE |
|------------|--|-----------|-----------|-----------------|
| | | BUDGET | BUDGET | (DECREASE) |
| | #1 | | | |
| 100 | GENERAL FUND | | | |
| | REVENUE | | | |
| 16130-0001 | Recreational Fees and Admissions | \$26,000 | \$10,000 | \$(16,000) |
| 18990-0004 | Auction Proceeds | 0 | 6,360 | 6,360 |
| 18990-0012 | Sale of Cemetery Lots | 15,000 | 19,600 | 4,600 |
| 18990-0022 | Sale of Cemetery Lots - New Expansion | 5,000 | 7,500 | 2,500 |
| 18990-0093 | Farmers Market Fees | 8,000 | 4,500 | (3,500) |
| 18990-0096 | Pistol Range Fees | 4,000 | 0 | (4,000) |
| 18990-0101 | Schools - Security Services Games | 6,000 | 0 | (6,000) |
| 18990-0201 | Revenue Sharing - Isle of Wight | 1,080,000 | 1,054,850 | (25,150) |
| 19020-0005 | Real Estate - Tax Sale Surplus Funds | 0 | 15,300 | 15,300 |
| 22010-0006 | Tax on Deeds (Recordation Tax) | 13,000 | 0 | 13,000 |
| 22010-0010 | Auto Rental Tax | 40,000 | 5,000 | (35,000) |
| 22010-0300 | Communication Tax | 470,000 | 425,000 | (45,000) |
| 22010-0500 | Skills Game Tax | 0 | 25,000 | 25,000 |
| 33010-0020 | EMS Grant-LEMPG EOC Upgrade | 0 | 16,595 | 16,595 |
| 11010-9991 | Real Estate Tax - Delinquent | 220,000 | 370,036 | <u>150,036</u> |
| | | | | \$72,741 |
| | | | | |
| | EXPENDITURES | | | |
| 11010-3600 | City Council - Advertising | \$2,500 | \$3,500 | \$1,000 |
| 11010-5307 | City Council - Public Official Liability Insurance | 6,700 | 5,700 | (1,000) |
| 12110-3100 | City Manager - Professional Services | 0 | 1,600 | 1,600 |
| 12110-7210 | City Manager - Council Approved Projects | 1,715 | 3,600 | 1,885 |

| | | | | |
|------------|--|--------|--------|----------|
| 12220-2900 | Human Resources - Tuition Reimbursement | 10,000 | 15,000 | 5,000 |
| 12220-3111 | Human Resources - Professional Services-Drug Program | 3,500 | 6,500 | 3,000 |
| 12220-3170 | Human Resources - Professional Services-Training | 5,000 | 0 | (5,000) |
| 12220-5230 | Human Resources - Telecommunications | 1,848 | 2,848 | 1,000 |
| 12410-1200 | City Treasurer - Salaries and Wages - Overtime | 1,500 | 500 | (1,000) |
| 12410-2300 | City Treasurer - Hospitalization/Medical Plans | 28,692 | 32,192 | 3,500 |
| 12410-2310 | City Treasurer - Health Savings Plan | 0 | 850 | 850 |
| 12410-3150 | City Treasurer - Contractual Services - Legal | 14,782 | 13,000 | (1,782) |
| 12410-3160 | City Treasurer - Professional Services | 13,000 | 0 | (13,000) |
| 12410-3320 | City Treasurer - Maintenance Service Contracts | 19,375 | 20,000 | 625 |
| 12430-1200 | Finance - Salaries and Wages- Overtime | 0 | 2,000 | 2,000 |
| 12430-1300 | Finance - Salaries and Wages- Part Time | 30,000 | 35,000 | 5,000 |
| 12430-2210 | Finance - Retirement - VRS | 17,685 | 19,800 | 2,115 |
| 12430-2300 | Finance – Hospitalization /Medical Plans | 13,488 | 8,600 | (4,888) |
| 12430-3500 | Finance - Printing and Binding | 1,000 | 1,500 | 500 |
| 12430-5210 | Finance - Postal Services | 1,500 | 3,000 | 1,500 |
| 12430-6001 | Finance - Office Supplies | 1,500 | 2,000 | 500 |
| 12430-7210 | Finance - Council Approved Projects | 22,450 | 26,100 | 3,650 |
| 12560-3320 | IT - Maintenance Service Contracts | 13,530 | 19,500 | 5,970 |
| 12560-8200 | IT - PEG Channel & AV Equipment | 26,513 | 31,500 | 4,987 |
| 12560-8207 | IT - Networking & Operations Costs | 47,782 | 72,782 | 25,000 |
| 31100-2830 | Police Dept - Gun Allowance | 13,205 | 10,000 | (3,205) |
| 31100-3110 | Police Dept - Doctors & Phys Exam Fees | 3,000 | 8,000 | 5,000 |
| 31100-3190 | Police Dept - Contractual Services | 3,000 | 4,500 | 1,500 |
| 31100-3310 | Police Dept - Repairs - Motor Vehicles | 38,425 | 20,000 | (18,425) |
| 31100-5530 | Police Dept - Travel-Subsistence and Lodging | 12,500 | 6,500 | (6,000) |

Agenda
Franklin City Council
February 22, 2021

| | | | | |
|------------|---|-----------|-----------|-----------------|
| 31100-5854 | Police Dept - K9 Supplies, Training, Healthcare | 5,700 | 7,000 | 1,300 |
| 31100-6008 | Police Dept - Vehicle Supplies - Fuel | 48,000 | 32,000 | (16,000) |
| 31100-6011 | Police Dept - Uniforms and Wearing Apparel | 22,500 | 29,000 | 6,500 |
| 31130-5540 | E911 - Travel - Convention & Education | 2,000 | 5,500 | 3,500 |
| 31130-8103 | E911 - Communication Equipment | 16,000 | 15,000 | (1,000) |
| 31130-8107 | E911 - Computer Equipment | 26,000 | 25,000 | (1,000) |
| 34100-3160 | Community Development - Professional Services | 23,703 | 115,000 | 91,297 |
| 34100-5230 | Community Development - Telecommunications | 9,123 | 3,890 | (5,233) |
| 34100-5305 | Community Development - Insurance-Motor Vehicles | 0 | 2,000 | 2,000 |
| 34100-5530 | Community Development - Travel-Subsistence and Lodging | 2,000 | 0 | (2,000) |
| 34100-5540 | Community Development - Travel-Convention and Education | 2,000 | 1,000 | (1,000) |
| 34100-6001 | Community Development - Office Supplies | 1,000 | 2,000 | 1,000 |
| 34100-6008 | Community Development - Vehicle Supplies | 3,800 | 1,000 | (2,800) |
| 34100-8602 | Community Development - Reserve for Contingencies | 49,000 | 0 | (49,000) |
| 43200-3330 | Buildings & Maintenance General - Contractual Grounds Maintenance | 72,760 | 140,000 | 67,240 |
| 43600-5110 | Buildings & Maintenance City Hall - Utilities - Electric Service | 112,500 | 72,000 | (40,500) |
| 71300-5230 | Parks & Recreation - Telecommunications | 3,345 | 5,400 | 2,055 |
| 81100-3600 | Planning & Zoning - Advertising | 3,000 | 1,000 | (2,000) |
| 81100-5210 | Planning & Zoning - Postal Services | 2,000 | 500 | (1,500) |
| 81100-5540 | Planning & Zoning - Travel - Convention and Education | 3,000 | 1,000 | (2,000) |
| | | | | \$72,741 |
| | | | | |
| | #2 | | | |
| 100 | GENERAL FUND | | | |
| | EXPENDITURES | | | |
| 43200-1101 | Salaries and Wages - Regular | \$178,451 | \$234,701 | \$56,250 |
| 43200-2100 | FICA | 13,652 | 17,952 | 4,300 |

| | | | | |
|------------|---|----------|----------|-------------------|
| 43200-2210 | Retirement - VRS | 21,876 | 28,996 | 7,120 |
| 43200-2300 | Hospitalization/Medical Plans | 51,048 | 70,398 | 19,350 |
| 43200-2400 | Group Life Insurance | 2,338 | 3,098 | 760 |
| 43200-2720 | Workmen's Compensation | 3,550 | 4,650 | 1,100 |
| 91600-1000 | Reserve - General Fund by Council | 344,176 | 255,296 | <u>(88,880)</u> |
| | | | | \$0 |
| | | | | |
| | #3 | | | |
| 100 | <u>GENERAL FUND</u> | | | |
| | EXPENDITURES | | | |
| 12110-7500 | Governor AFID Grant Fund | \$0 | \$40,000 | \$40,000 |
| 93100-9283 | Transfer to Econ Dev Grant | 40,000 | 0 | <u>(40,000)</u> |
| | | | | \$0 |
| | | | | |
| 510 | <u>ECONOMIC DEVELOPMENT</u> | | | |
| | REVENUE | | | |
| 41050-0902 | Transfer from General Fund – Economic Grant | \$40,000 | \$0 | <u>\$(40,000)</u> |
| | | | | \$(40,000) |
| | | | | |
| | EXPENDITURES | | | |
| 20010-6008 | Governor Agriculture Grant Expense | \$40,000 | \$0 | <u>\$(40,000)</u> |
| | | | | \$(40,000) |
| | | | | |

*Certified copy of resolution adopted by
Franklin City Council.*

Clerk to the City Council

BUDGET AMENDMENT 2021-20

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended to:

1. recognize the School's supplemental appropriations of Federal and grant revenues and to appropriate for use; and
2. reallocate appropriations to refurbish all the bathrooms at the elementary school.

| | | 2020-2021 | AMENDED | INCREASE |
|------------|--|-------------|-------------|------------------|
| | | BUDGET | BUDGET | (DECREASE) |
| | #1 | | | |
| 250 | SCHOOL OPERATING FUND | | | |
| | REVENUE | | | |
| 33010-0272 | NCLB Grant – Title II A | \$140,000 | \$161,287 | \$21,287 |
| 33010-0225 | Title VIB Special Education | 598,785 | 820,485 | 221,700 |
| 33010-0288 | JVG Grant | 0 | 30,000 | <u>30,000</u> |
| | | | | \$272,987 |
| | EXPENDITURES | | | |
| 60000-0072 | 21 st Century Grant NCLB Grant – Title II A | \$140,000 | \$161,287 | \$21,287 |
| 60000-0008 | Title VIB Special Education | 598,785 | 820,485 | 221,700 |
| 60000-0288 | JVG Grant | 0 | 30,000 | <u>30,000</u> |
| | | | | \$272,987 |
| | #2 | | | |
| 250 | SCHOOL OPERATING FUND | | | |
| | EXPENDITURES | | | |
| 60000-0001 | Instruction | \$9,209,143 | \$8,833,587 | \$(375,556) |
| 60000-0002 | Administration | 1,387,550 | 1,361,175 | (26,375) |
| 60000-0003 | Pupil Transportation | 630,061 | 438,710 | (191,351) |
| 60000-0011 | Technology | 937,704 | 731,986 | (205,718) |
| 60000-0004 | Operation & Maintenance Services | 2,169,114 | 2,968,114 | <u>799,000</u> |
| | | | | \$0 |

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

From: [Tammy Moore](#)
To: [Amanda C. Jarratt](#); [Tracy Spence](#)
Cc: [Tamara Sterling](#); [Jeff Ryder](#)
Subject: Notice of Budget Adjustment
Date: Tuesday, February 9, 2021 1:20:32 PM
Attachments: [Notice of Budget Adjustment 2.4.2021.pdf](#)

Good afternoon,

On Thursday, February 4th, the School Board approved the attached notice of budget adjustment.

We are providing this additional information to you as a courtesy because during our joint session in December the city had made a request of how much the school division thought we would be saving in this fiscal year due to buildings being closed. Assistant Superintendent Ryder calculated about \$ 26,000 in Admin and about \$ 191,000 in Transportation. The savings in building operating costs of roughly \$ 63,000 have been included in the re-allocation from Instruction and Technology to refurbish all the bathrooms at the elementary school.

--

Tammy Moore

Executive Assistant to the Superintendent/Board Clerk
Franklin City Public Schools
207 West Second Avenue
Franklin, VA 23851
ph. [757.569.8111](tel:757.569.8111) ext. 5901
fax [757.516.1015](tel:757.516.1015)
www.fcpsva.org



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: February 4, 2021

RE: Notice of Budget Adjustment

The Franklin City School Division requests that the following budget funds be adjusted to balance with grants for FY 2021 that have been recently approved.

| <i>Accounting Use Only</i> | <i>School Account</i> | <i>Amount</i> | <i>City Account</i> |
|------------------------------|-----------------------|-----------------|----------------------|
| Revenue Increase (TITLE II) | FUND 22 | \$ 21,287.41 | 250-3-33010-0272 WT2 |
| Expense Increase (TITLE II) | FUND 22 | \$ 21,287.41 | 250-4-60000-0072 |
| | FUND 92 \$ 164,394.91 | | |
| | FUND 93 (173.88) | | |
| | FUND 94 \$ 57,478.50 | | |
| Revenue Increase (SPED/IDEA) | | \$ 221,699.53 | 250-3-33010-0225 WTB |
| Expense Increase (SPED/IDEA) | | \$ 221,699.53 | 250-4-60000-0008 |
| Revenue Increase (JVG Grant) | Fund 16 | \$ 30,000.00 | 250-3-33010- NEW |
| Expense Increase (JVG Grant) | Fund 16 | \$ 30,000.00 | 250-4-60000- NEW |
| Reallocation of budget lines | | | |
| Expense Decrease INSTRUCTION | | \$ (375,556.20) | 250-4-60000-0001 |
| Expense Decrease ADMIN | | \$ (26,375.00) | 250-4-60000-0002 |
| Expense Decrease TRANSPORT | | \$ (191,351.00) | 250-4-60000-0003 |
| Expense Increase OPERATIONS | | \$ 799,000.00 | 250-4-60000-0004 |
| Expense Decrease TECHNOLOGY | | \$ (205,717.80) | 250-4-60000-0011 |



*Office of the City Manager
Amanda C. Jarratt*

February 18, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Initial FY 22 Budget Overview

Background Information

As you all are aware preparation of the FY 22 budget is underway. A few significant highlights are as follows:

- There is no recommended change to the electric rate. This will be the fourth year in a row of no increase however, the fuel adjustment rate which is a direct pass through cost will increase from \$0.00149 to \$0.00755.
- There is no increase in FY22 for the operation of the Western Tidewater Regional Jail.
- Departmental and agency requests are under review.

Additional details will be provided at the meeting on February 22, 2021.

Needed Action

None at this time.



*Office of the City Manager
Amanda C. Jarratt*

February 17, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Beautification Commission

Background Information

Members of the newly appointed Beautification Commission have requested an opportunity to brief City Council on their initial thoughts and findings. Ms. Walkup will serve as staff to the Commission until the position is filled permanently.

Needed Action

Listen to and consider recommendations from the Beautification Commission.



*Office of the City Manager
Amanda C. Jarratt*

February 15, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Southampton Memorial Hospital – Tax Exempt Status Request

Background Information

As was announced in October of 2019 Southampton Memorial Hospital was sold by Community Health Systems to Bon Secours shifting the facility to a nonprofit status. This public hearing would grant tax exempt status to the hospital building and parking lot as well as the equipment stored there. The medical office buildings and those parking facilities are not eligible for tax exempt status.

The property owned by Bon Secours Mercy Health Franklin, LLC is identified as tax map numbers 073-(003)-1,2,3,4,7; 072-(221)-3 & 057-(161)-1,2. An application for exemption was filed pursuant to Va. Code § 58.1-3651 on or about August of 2020. The total assessed value of the real property is \$19,383,300. The total real property taxes for 2020 was \$199,647.99.

Needed Action

Conduct the public hearing and consider action on the tax exempt request.

PUBLIC HEARING NOTICE

The City Council of the City of Franklin, Virginia will meet on Monday, February 22, 2021, at 7:00 p.m., or as soon thereafter as may be heard, in the Council Chambers located at 207 West Second Avenue in the City of Franklin, Virginia to conduct a public hearing to consider the following item:

The adoption of an ordinance exempting property owned by Bon Secours Mercy Health Franklin, LLC identified as tax map numbers 073-(003)-1,2,3,4,7; 072-(221)-3 & 057-(161)-1,2. An application for exemption was filed pursuant to Va. Code § 58.1-3651 on or about August of 2020.

The total assessed value of the real property: \$19,383,300.

Total real property taxes for 2020: \$199,647.99.

Copies of the complete documents of the above proposed exemption are available for public review at the City Manager's office located at 207 West Second Avenue in the City of Franklin, Virginia between 8:30 am and 5:00 pm of each business day. The public is invited to attend the hearing at which persons affected may appear and present their views orally or in writing. Questions or comments may be directed to the City Manager at llivesay@franklinva.com. Public comment may be submitted in advance to publiccomment@franklinva.com. Persons with disabilities should contact the City Manager's office at least five (5) days prior to the meeting to arrange for any necessary accommodations.

**CITY OF FRANKLIN, VIRGINIA
RESOLUTION OF CITY COUNCIL
RESOLUTION ADOPTING AN ORDINANCE PURSUANT TO VA. CODE § 58.1-3651
TO EXEMPT CERTAIN REAL PROPERTY OWNED BY
BON SECOURS MERCY HEALTH, LLC FROM REAL PROPERTY TAXATION**

WHEREAS, the City Council of the City of Franklin, Virginia ("City Council") has received an application from Bon Secours Mercy Health Franklin, LLC for an Exemption from Real Property Taxation pursuant to Va. Code § 58.1-3651; and

WHEREAS, after due publication, a public hearing was held on the application, at which public hearing citizens had an opportunity to be heard and the City Council had an opportunity to consider the questions set forth in Va. Code § 58.1-3651; and

WHEREAS, after discussion, presentation, public comment, and due deliberation of the materials and information submitted, the City Council desires to take action on the application for exemption from real property submitted by Bon Secours Mercy Health Franklin, LLC.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA AS FOLLOWS:

- a. The foregoing recitals are hereby incorporated by this reference.
- b. Upon consideration of the information provided to it, comments received from the public, if any, and the questions set forth in Va. Code § 58.1-3651, the City Council finds and deems it appropriate and in the best interest of the City of Franklin to exempt from real property taxation, by designation, the real property owned by Bon Secours Mercy Health Franklin, LLC and designated as Tax Map Numbers 073-(003)-1,2,3,4,7; 072-(221)-3 & 057-(161)-1,2.
- c. The City Council has determined that to the best of the Council's information, Bon Secours Mercy Health Franklin, LLC does not have any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, sexual orientation, gender identity, or national origin.
- d. In accordance with Va. Code § 58.1-3651, the City Council adopts the following Ordinance:

AN ORDINANCE

Exempting from real property taxation, by designation, the real property owned by Bon Secours Mercy Health, LLC, located in the City of Franklin, Virginia and designated as Tax Map Identification Numbers 073-(003)-1,2,3,4,7; 072-(221)-3 & 057-(161)-1,2, pursuant to Va. Code § 58.1-3651

and Article X, Subsection 6(a)(6) of the Constitution of Virginia. The specific use upon which the designation for exemption is based is the use of the subject real property for the charitable purpose of providing health care services through the operation of a hospital facility, which services are for the common good of the public. Continuance of the designation and resulting exemption from real property taxation granted herein shall be contingent on the continued use of the subject real property in accordance with the stated purpose.

- e. This Resolution and the Ordinance herein adopted shall be effective January 1, 2021.

CERTIFICATION OF ADOPTION OF RESOLUTION

The undersigned Clerk of the City Council of the City of Franklin, Virginia hereby certifies that the Resolution set forth above was adopted during an open meeting on February 22, 2021 by the City Council with the following votes:

- Mayor Frank Rabil
- Vice-Mayor Robert Cutchins
- Councilmember Mark Kitchen
- Councilmember Ray Smith
- Councilmember Gregory McLemore
- Councilmember Linwood Johnson
- Councilmember Wynndolyn Copeland

Signed this ___ day of _____, 2021.

By: _____
Clerk, City Council of the City of Franklin, Virginia



*Office of the City Manager
Amanda C. Jarratt*

February 2, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Main Street Association Memorandum of Understanding

Background Information

Attached is the Virginia Main Street Biennial Memorandum of Understanding for the Virginia Main Street designated communities. This agreement is for the purpose of implementing the Main Street program in our community, as well as maintaining the Advancing Virginia Main Street designation and affiliation with the Virginia Main Street network. The Downtown Franklin Association is requesting the City Manager's signature on the document. City Council approved the execution of the previous agreement two years ago.

Needed Action

Provide direction to staff.



Virginia Main Street
Biennial Memorandum of Understanding
Designated Community
2021-2022

SUMMARY

Main Street America (MSA) is the nationally recognized downtown revitalization program anchored by the National Main Street Center's Four Point Approach. Housed since 1985 in the Virginia Department of Housing and Community Development (DHCD), the Virginia Main Street (VMS) program serves as the State Coordinating Program on behalf of the National Main Street Center (NMSC).

Participation in the Virginia Main Street program is based on successful completion of a competitive application process offered periodically by the state program. Successful applicants are granted status and services as a newly designated Advancing Virginia Main Street community, the highest tier of the program. Designated Advancing Virginia Main Street programs that meet or exceed the National Main Street Center Standards of Performance are certified by the NMSC as Nationally Accredited Main Street America Communities. DHCD technical assistance services, training, and grant opportunities are available to designated Advancing Virginia Main Street and Nationally Accredited Main Street America Communities who meet the requirements of this Memorandum of Understanding (MOU) and its criteria for Advancing Virginia Main Street designation and National Accreditation.

PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING

This MOU entered into and executed by the Virginia Department of Housing and Community Development (hereinafter referred to as DHCD) and Downtown Franklin Association (hereinafter referred to "DFA").

The purpose of this MOU is to clarify the expectations for DFA and DHCD as respects the Virginia Main Street Program.

SECTION 1. EXPECTATIONS OF DFA

The purpose of this MOU is to clarify the expectations for DFA and DHCD as respects the Virginia Main Street Program. Any newly designated community has up to three (3) years to achieve accreditation. To that end, DFA agrees to:

- 1. Work in a traditional Main Street District as defined in VMS Program Guidelines Eligibility Criteria.** The Main Street District boundary is defined by the most recently submitted and DHCD-approved boundary of the local program.
- 2. Maintain an active public-private partnership with at least one (1) local government in which the Main Street District is located.** An annual/biennial agreement of services to be provided by each partner is strongly recommended. Financial, in-kind, and ongoing services should be defined in the agreement. A copy of the signed agreement should be transmitted to the DHCD.
- 3. House the local program in an independent 501(c)(3) non-profit organization dedicated to the revitalization of the Franklin traditional historic downtown district.** Alternative organizational structure must be approved by written agreement with DHCD prior to program participation in the Virginia Main Street program in the Advancing Virginia Main Street tier. Altering the organizational structure or local affiliation of the DFA program without prior written authorization by DHCD may result in nullification of this agreement.
- 4. Maintain an independent, active volunteer Board of Directors representing downtown stakeholders and the broader community, for the purpose of overseeing the vision, direction, and activities of DFA. It is recommended:**
 - a. The Board should rotate no more than 1/3 of its number in any given year;
 - b. Board members serve three-year terms with the option to rotate into a committee position at the close of their Board service. Board members may serve additional terms with at least two years between terms; and
 - c. Officers serve in no additional capacities during their terms of service.
- 5. Use the National Main Street Center's Main Street Approach** as the foundation for DFA's activities. Local programs may elect whether to employ Transformational Strategies incorporating each of the Four Points or to work in the traditional Committee structure: Organization, Design, Economic Vitality, and Promotion.
- 6. Have sustainable program funding.** A diverse funding stream should include, but not be limited to: local and other government donations and sponsorships; business or corporate donations and sponsorships; service and program fees, as appropriate; product

sales; public or private grants; in-kind services, product donations; event fees; and other funding sources.

- 7. Employ an Executive Director.** A full-time (40 hours weekly) professional executive director with education and/or experience in an appropriate field, such as economic development; public administration; non-profit management; historic preservation; urban/community planning and development; or business management. Rate of compensation should be commensurate with other economic development professionals and/or other non-profit executive directors in the area. Communities with populations under 5,000 can have success with a part-time director (a minimum of 25 hours per week).
- 8. Incorporate administrative systems and structures.** Administrative systems and tools help effectively manage program activities throughout the organization while benchmarking progress. Each year a comprehensive work plan and budget should outline activities of the committees as well as those of signature programs or events.
- 9. Maintain a copy of the agreement between the organization and any public or private partners (if applicable).** A copy of the signed agreement should be transmitted to the DHCD.
- 10. Maintain Accreditation as a National Main Street America Community by meeting or exceeding the National Main Street Center Standards of Performance as defined in all program documents and as assessed in the annual VMS Data Bonanza.** (See: The *Virginia Main Street Program Guidelines*, pg. 15, for more information on remediation and loss of designation.)
- 11. Maintain membership in the national Main Street America network.**
- 12. Submit timely information (monthly reports due quarterly by the 10th of April, July, October, and January; annual Data Bonanza (by January 10th); other information as required). For National Accreditation eligibility, the following must be submitted no later than January 10th or the date DHCD provides for the preceding year's activity:**
 - Annual submission of program progress measurement data (Data Bonanza)
 - Organizational information
 - Mission and Vision Statements
 - Most recent amended By-Laws
 - Work Plan with Budget for coming year
 - Board of Directors roster

- Project/Committee Volunteer roster
- Fund Development plan for coming year; assessment of report year fund development

13. Signed Virginia Main Street MOU. This memorandum of understanding clearly specifies the responsibilities of the downtown organization, local government and DHCD. Communities sign a memorandum of understanding every two years. All revisions to the signed memorandum must be proposed in writing to DHCD. Revisions must be submitted and approved in writing at least thirty (30) days prior to effective date.

14. Continue local program volunteer and staff development in the Main Street Approach by attending training as provided by Virginia Main Street and the National Main Street Center. Attendance by an organizational representative at all VMS training is expected. Attendance at trainings sponsored by the Center is highly encouraged.

15. Maintain a historic preservation ethic. Historic preservation is central to the Main Street program's purpose and is what makes historic and traditional commercial districts authentic places. Historic preservation involves saving, rehabilitating, and finding new uses for existing buildings, as well as intensifying the uses of existing buildings.

SECTION 2. ADVANCING VIRGINIA MAIN STREET PROGRAM OF SERVICES

The DHCD'S Virginia Main Street Program is committed to supporting the successful participation of DFA in the Virginia Main Street program. To this end, the Virginia Main Street Program agrees to provide the following services and support to DFA:

1. Provide an annual minimum of two (2) on-site trainings, board retreat facilitations, or other technical assistance sessions as requested and program resources allow. These sessions will be provided by DHCD Staff;
2. Provide technical assistance with specific outcomes as part of an Advancing Virginia Main Street Service Plan (See **ATTACHMENT A: Advancing Virginia Main Street Service Plan**);
3. Offer an opportunity to request annual program services in the form of on-site trainings, workshops, or other technical assistance through the Virginia Main Street annual contract with the National Main Street Center. Participation in these consultant services are limited and available only as resources allow (See **Virginia Main Street Program Guidelines**);
4. Deliver electronic notifications for training opportunities, special events, and other communication as appropriate;
5. Provide long-distance technical assistance by telephone or electronic communication as DHCD staff time and resources allow;
6. Provided the organization with guidance for hiring an executive director as DHCD staff time and resources allow;
7. As required and DHCD staff time and resources allow, provide technical assistance for areas of concern as identified during the annual accreditation review or that may arise during the course of the program year. These services will be prioritized based on need and provided on a case-by-case basis;
8. Serve as the statewide Coordinating Program for the National Main Street Center. In this capacity, DHCD will provide accreditation recommendations to the Center, identify areas of concern for programs not meeting accreditation standards, and provide technical assistance in accordance with the agreed remedial program of work through the Mobilizing Main Street program;

9. As resources allow, provide grant and scholarship opportunities through the Virginia Main Street Grants program;
10. Provide information and referrals regarding additional DHCD grants, programs, and service opportunities as available.

SECTION 3. ADDITIONAL MOU TERMS

DHCD and DFA jointly agree:

1. The terms of this MOU shall be in effect for two (2) calendar years commencing on January 1, 2021 and ending on December 31, 2022. This MOU will be reviewed every two (2) years. It may be revised through written agreement signed by both parties.
2. This MOU may be terminated by either party by giving written notice at least thirty (30) days before the effective date of termination. Reasons for termination may include, but are not limited to: non-compliance with this MOU. Main Street[®] affiliation and permission to use the Main Street[®] trademarked name will be revoked upon termination. Upon termination of this MOU all signs (road signs, banners, wayfinding signage, office or other signage); printed or electronic communication; maps, mobile applications, websites, social media, or other promotional vehicles containing Main Street[®] indicia must be returned to DHCD or removed from display.

Agreed to by:

Downtown Franklin Association

By: _____
President or Chair of the Board Date

Printed Name

Virginia Main Street

By: _____
Program Manager Date

Printed Name

IN WITNESS THEREOF, the City of Franklin acknowledges Downtown Franklin Association’s participation as an Advancing Virginia Main Street Designated Community organization and will actively support Downtown Franklin Association’s efforts to revitalize the identified Main Street commercial district.

City of Franklin

By: _____
City Manager Date



ATTACHMENT A:

**Advancing Virginia Main Street Service Plan
Organization: Downtown Franklin Association**

INSERT ACTIVE VMS GRANTS AND COMMUNITY WORK PLAN, TO BE DEVELOPED
FOLLOWING 2021 MAIN STREET AMERICA COMMUNITY ACCREDITATION REVIEW



To: Amanda Jarratt, City Manager
From: Steve Patterson, Chief of Police
Ref: Addition to Franklin City Code
Date: 02-15-2021

At the February 8, 2021 City Council meeting a citizen requested for City Council to add an enforcement mechanism for parking that blocks a United States Postal Service (USPS) mailbox. The existing City of Franklin City Code, 17-87 entitled General parking prohibitions, does not address parking in front of a USPS mailbox. The attached proposed City of Franklin City Code, 17-87 entitled General parking prohibitions, number 16 adds parking in front of mailboxes.

§ 17-87 General parking prohibitions.

[Code 1962, § 17-119; amended by Ord. of 3-25-1985; Ord. No. 93-7, 10-25-1993]

(a) No person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic-control device, in any of the following places:

- (1) On a sidewalk.
- (2) In front of or within three feet of a public or private driveway.
- (3) Within an intersection.
- (4) Within 15 feet of a fire hydrant.
- (5) On a crosswalk.
- (6) Within 20 feet of a crosswalk at an intersection.
- (7) Within 30 feet upon the approach to any flashing beacon, stop sign or traffic-control signal located at the side of a roadway.
- (8) Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by official signs or markings.
- (9) Within 50 feet of the nearest rail of a railroad grade crossing.
- (10) Within 20 feet of the driveway entrance to any fire station and, on the side of a street opposite the entrance to any fire station, within 75 feet of the entrance when properly signposted.
- (11) Alongside or opposite any street excavation or obstruction when such parking would obstruct traffic.
- (12) On the roadway side of any vehicle parked at the edge or curb of a street.
- (13) Upon any bridge or other elevated structure upon a street or highway or within a tunnel.
- (14) At any place where official signs prohibit parking.
- (15) In a fire lane designated as such by the Fire Chief and clearly indicated as such by signs or by marking on the pavement or curb.
- (16) Within 15 feet of a United States Postal Service mailbox.



*Office of the City Manager
Amanda C. Jarratt*

February 15, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- The COVID-19 cases in the City of Franklin continue to increase. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control. We continue to monitor the situation in the public as well as the City workforce. We are also working closely with the Virginia Department of Health on vaccine distribution. In addition, we have requested assistance with establishing a testing event.
- Governor Ralph Northam announced on February 17th that Virginians can pre-register for the COVID-19 vaccine online at vaccinate.virginia.gov or by calling 877-VAX-IN-VA. The Commonwealth's new, centralized system allows individuals to easily pre-register for the free vaccine, confirm that they are on the wait list, and learn more about Virginia's vaccination program.

Community Events

- The Department of Parks and Recreation will be sponsoring the following program:
 - Spring Break Camp April 5th-9th for ages 5-12. Spaces are limited and individuals should call 757-562-2475 for additional information.